


NJ Department of Health 2014 RTK Survey Instructions

June, 2015

- 



THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

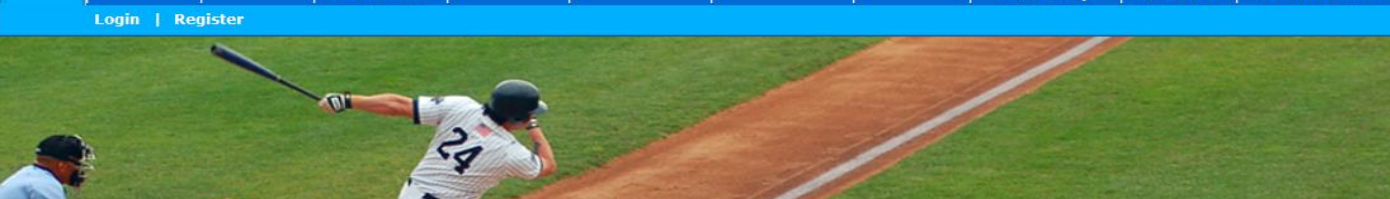
Governor Chris Christie • Lt. Governor Kim Guadagno

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Swing into spring with
Minor League Baseball in New Jersey

	News	Online Services	I Want To	NJ Lottery	Visit NJ	NJ Kids
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NJ Mobile Apps Directory



View list of state approved mobile apps for your phone or tablet

 **Honor NJ Fallen Heroes**



In The News

' More News 



Christie Administration celebrates State's 66th Arbor Day with Ceremony in Burlington County



CONSUMER ALERT: New Jersey Consumers Seeking Restitution from Multi-State Settlement with Sirius Satellite XM Radio Must File Complaints by May 3



Christie Administration Announces Federal Funding Available for Promotion of Garden State Agricultural Products

Spotlight



Governor's Office of Recovery and Rebuilding

► Find resources to move forward after Superstorm Sandy



Governor Chris Christie
► Visit his site

Judiciary

Legislature

Your Local Weather

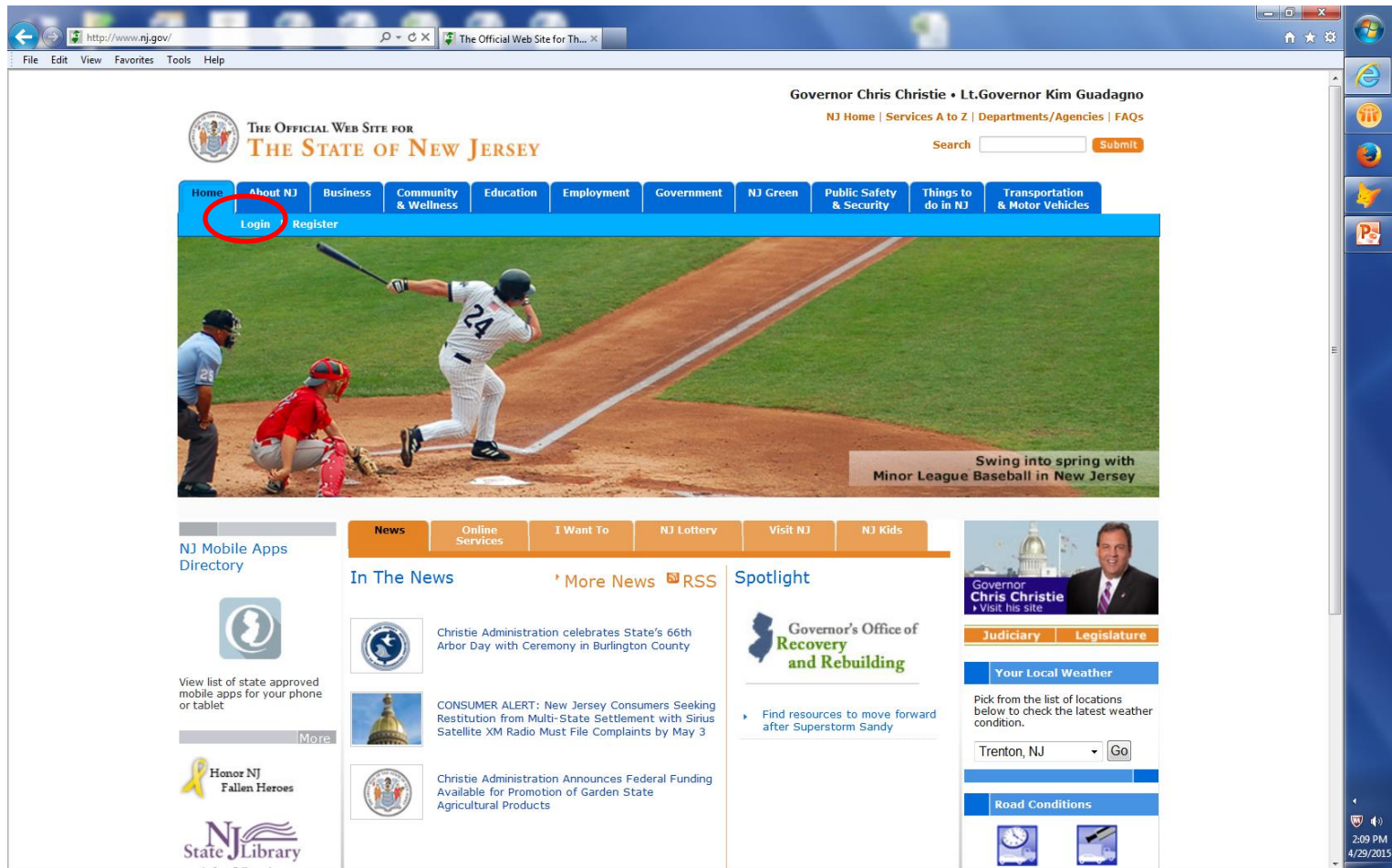
Pick from the list of locations below to check the latest weather condition.

Road Conditions




- If you have used the RTK Online Survey System in the past then click on Login and enter your login id and password.

NOTE: If you have not used the RTK Online Survey System before you will need a myNewJersey portal account and must contact RTK to be added as a user (see 2013 RTK Survey Instructions).



- You must log into the My New Jersey portal account that you accepted the RTK authorization code in. Accepting the authorization code sent to you in an e-mail from rtksurvey when you were added as a user gave you the link to RTK Surveys on your portal page.

The screenshot shows the 'Log On to My New Jersey' page. A red arrow points from the text 'Enter logon id & password' to the 'Log On ID' input field. Another red arrow points from the text 'If you can't remember click on Forgot your logon ID or Forgot your password' to the 'Forgot your logon ID?' and 'Forgot your password?' links. The page includes a 'Log On' button and links for 'Forgot your logon ID?', 'Forgot your password?', 'Sign up to become a member', and 'Help'.

my newjersey

New Jersey Home Page

Log On to My New Jersey

Log On ID:

Password:

Log On

[Forgot your logon ID?](#)

[Forgot your password?](#)

[Sign up to become a member](#)

[Help](#)

Enter logon id & password

If you can't remember click on Forgot your logon ID or Forgot your password

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- Once you have logged into the My New Jersey portal click on the link DOH Right to Know Survey

The screenshot shows the My New Jersey portal interface. At the top, the header includes the state seal and the text "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY". Navigation links for "myNJ Home", "myNJ Business", and "myNewJersey" are present. A welcome message for "rtk administrator" is displayed. The main content area features a sidebar with "DOH Applications" and "Role Manager" sections. The "DOH Applications" section contains a red circle around the text "Select a link below to access the application:" and the link "DOH Right To Know Survey". Other links in this section include "Search / Update", "Invite a Client", and "Send Mail to Clients". The "Role Manager" section includes a "Premier E-Business Services" link. The "myNJ.earthWatch" section shows a "View NWS weather for: 08625" link. On the right, there is a "New Jersey Events" section with a "Travel Guide" link and a "New Jersey Lottery" logo. The footer contains links for "Contact Us", "Privacy Notice", "Legal Statement", and "Accessibility Statement". A security warning at the bottom states "javascript:secureJump('https://www20.state.nj.us/DOH_RTK/index.jsp;0,1,0') content is displayed. What's the risk?" with a "Show all content" button.

- To get to your 2014 RTK Survey(s) under “Facilities” section click on “All Facilities, My Employer”

https://www20.state.nj.us/DOH_RTK/home.do?method=loginV

State of New Jersey RTK Home

File Edit View Favorites Tools Help

STATE OF NEW JERSEY
DEPARTMENT OF HEALTH
RIGHT TO KNOW SURVEY

NJ Health
New Jersey Department of Health

About RTK
About RTK

Facilities
All Facilities, My Employer
Search Facilities

Fact Sheets
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User Management
List Users
User Search
Add User

Logout
Logout

Welcome to the New Jersey Department of Health, Right to Know Program electronic survey filing system.
This system is for New Jersey Public Employers who are required to complete a Right to Know Survey.
To begin, click the 'All Facilities, My Employer' item in the menu on the left. (If the item is not visible, click 'Facilities' to reveal it.)


This system is restricted to authorized users. Random audits are routinely performed.
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Identify which facility survey you would like to open and click on [Surveys](#)

https://www20.state.nj.us/DOH_RTK/empFacilities.do?paramet... State of New Jersey Employer Facilities

File Edit View Favorites Tools Help

 **STATE OF NEW JERSEY**
DEPARTMENT OF HEALTH
RIGHT TO KNOW SURVEY



About RTK
About RTK

Employer and Facilities:
EIN: 12345678 **Employer Name:** Right to Know Test Employer **Status:** none

Facilities
All Facilities, My Employer
Search Facilities

Fact Sheets
English Fact Sheets
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User Management
List Users
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Add User

Logout
Logout

Facilities List - 19 Records

EIN	Facility ID	Facility Name	County	Hazardous Chemicals Reported	2014 Survey Status	Facility Status	Surveys
12345678	12345678000	RTK Test Facility	Mercer	User	Ongoing	Active	Surveys
12345678	12345678001	RTK Unit - Test Facility #1	Mercer	none	Not Started	Active	Surveys
12345678	12345678002	RTK TEST FACILITY #2	Mercer	User	Ongoing	Active	Surveys
12345678	12345678003	RTK Test Facility #3 - Convention Center	Atlantic	none	Not Started	Active	Surveys
12345678	12345678004	RTK Test Facility # 4 - DPW GARAGE	Burlington	none	Not Started	Active	Surveys
12345678	12345678005	RTK TEST FACILITY # 5 - RECREATION CENTER	Camden	User	Ongoing	Active	Surveys
12345678	12345678006	RTK TEST FACILITY #6 - HIGH SCHOOL	Cape May	none	Not Started	Active	Surveys
12345678	12345678007	RTK TEST FACILITY #6 - MAINTENANCE SHOP	Burlington	none	Not Started	Active	Surveys
12345678	12345678008	RTK TEST FACILITY # 7	Mercer	User	Submitted	Active	Surveys
12345678	12345678009	RTK - Test Facility #8	Burlington	none	Not Started	Active	Surveys
12345678	12345678010	RTK TEST FACILITY #10	Burlington	none	Not Started	Active	Surveys
12345678	12345678011	RTK TEST SURVEY # 11 - DPW GARAGE	Camden	none	Not Started	Active	Surveys
12345678	12345678012	RTK TEST FACILITY #12 - CHEMISTRY LAB	Bergen	none	Not Started	Active	Surveys
12345678	12345678013	RTK TEST FACILITY #13 - COMMUNITY POOL	Atlantic	none	Not Started	Active	Surveys
12345678	12345678014	RTK TEST FACILITY - # 13	Burlington	none	Not Started	Active	Surveys
12345678	12345678015	RTK TEST FACILITY # 14	Atlantic	none	Not Started	Active	Surveys

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When opening the 2014 RTK Survey for the first time, click on the red plus

Add



under the column heading

When opening the 2014 RTK Survey after you have added it you will click on red folder

Edit



Browser window showing the NJ Health Department of Health Right to Know Survey interface.

URL: https://www20.state.nj.us/DOH_RTK/surveyCoverSubmit.do?m

State of New Jersey | Survey Lists

Facility and Surveys:

Facility ID: 12345678001 | Facility Name: RTK Unit - Test Facility #1 | Status: Active

[Return to Facilities List](#)

Survey List

Survey Year	Status	Add	Edit	View	Hazardous Chemicals Reported	Created By	Date Created	Last Changed By	Date Last Changed
2014	Not Started								
2013	Submitted				Yes	rtk Administrator	05/16/2014	RTK TESTER	04/29/2015

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The survey cover page will open. Some information that was entered on the 2013 Survey will auto fill into the 2014 Survey and other information you will need to re-enter. All sections of the cover page must be completed with the exception of section “K”, which should only be completed if you share a building with a different employer.

The screenshot shows a web browser window with the URL https://www20.state.nj.us/DOH_RTK/SurveyCover.do?paramete. The page is titled "STATE OF NEW JERSEY DEPARTMENT OF HEALTH RIGHT TO KNOW SURVEY" and "Survey Year 2014 (Meets requirements of the Workplace Survey)".

Left Sidebar:

- About RTK
 - About RTK
- Facilities
 - All Facilities, My Employer
 - Search Facilities
- Fact Sheets
 - English Fact Sheets
 - Spanish Fact Sheets
- User Management
 - List Users
 - User Search
 - Add User
- Logout
 - Logout

Main Form:

Please fill in fields as indicated

Buttons: Save, Save And Go To List, Submit, Save And Go To Inventory

Facility ID	SIC / NAICS	Co / Mun	Due Date	(A) Facility Location
12345678001	9131 / 111111	1111	7/15/2015	RTK UNIT - TEST FACILITY #1

Facility Mailing Address:

RTK Unit - Test Facility #1
ATTN RTK COORDINATOR
ATTN RTK COORDINATOR
135 BROAD STREET
TRENTON NJ 08625

B. Are there any substances or materials present at this facility that are on the Right to Know Hazardous Substance List? *
☐ Yes ☐ No

D. Indicate the nature of the operations conducted at this facility *
-- Select --
Other Nature of Operations:

C. Number of Employees at this facility *
Number of employees exposed or potentially exposed to hazardous chemicals at this facility *

E. Are you reporting Products with Unknown Ingredients? *
☒ Yes ☐ No
[Add Products with Unknown Ingredients](#)

F. Employer Email Address *

G. CERTIFICATION OF RESPONSIBLE OFFICIAL
I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.
Certifier Name * Date Certified Signature * ☐
Certifier Title * Telephone Number * Ext.

H. POLICE AND FIRE DEPARTMENTS
Enter the respective phone numbers, name and addresses (include Zip Code) of your local fire and police departments.
(Do NOT list 911 as the phone number)

POLICE DEPARTMENT: Telephone Number *

FIRE DEPARTMENT: Telephone Number *

To view, add, or delete inventory click on “Save And Go To Inventory”

The screenshot shows the NJ Health Department's Right to Know Survey 2014 web application. The browser address bar shows the URL: https://www20.state.nj.us/DOH_RTK/SurveyCover.do?paramete. The page title is "Survey Year 2014 (Meets requirements of the Workplace Survey)".

On the left sidebar, there are sections for "About RTK", "Facilities", "Fact Sheets", "User Management", and "Logout".

The main content area contains a form with the following sections:

- Buttons:** "Save", "Save And Go To List", "Submit", and "Save And Go To Inventory" (circled in red).
- Table:** A table with columns: Facility ID, SIC / NAICS, Co / Mun, Due Date, and (A) Facility Location. The first row contains: 12345678001, 9131 / 11111, 1111, 7/15/2015, and RTK UNIT - TEST FACILITY #1.
- Facility Mailing Address:** RTK Unit - Test Facility #1, ATTN RTK COORDINATOR, ATTN RTK COORDINATOR, 135 BROAD STREET, TRENTON NJ 08625.
- Questions:**
 - B. Are there any substances or materials present at this facility that are on the Right to Know Hazardous Substance List? * (Yes/No radio buttons)
 - C. Number of Employees at this facility * (text input)
 - D. Indicate the nature of the operations conducted at this facility * (dropdown menu)
 - E. Are you reporting Products with Unknown Ingredients? * (Yes/No radio buttons)
 - F. Employer Email Address * (text input: rtksurvey@doh.state.nj.us)
- G. CERTIFICATION OF RESPONSIBLE OFFICIAL:** A section for the responsible official to certify the information, including fields for Certifier Name, Title, Date Certified, Telephone Number, and Signature.
- H. POLICE AND FIRE DEPARTMENTS:** A section for providing contact information for local police and fire departments, including fields for Telephone Number.

Inventory from the 2013 RTK Survey has been loaded into the 2014 RTK Survey. Please review all information for all products. If there has been “No Change” to any information, then “Return to Survey Cover” and your survey is ready to be submitted. If you need to make changes, click on “Edit” next to the product you want to change.

https://www20.state.nj.us/DOH_RTK/surveyCoverSave.do?metf State of New Jersey Survey Product List

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NJHealth
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Survey Year 2014
(Meets requirements of the Workplace Survey)

Please fill in fields as indicated

FACILITY ID: 12345678001 SIC: 9131 NAICS: 111111
FACILITY NAME: RTK Unit - Test Facility #1 EMPLOYER NAME: Right to Know Test Employer


Instructions: If products are listed, click the 'Edit' button for a product, or click the product name in the menu's Products area, to open that product record for editing. If no products are listed, click the 'Add Product' button to create a product record.

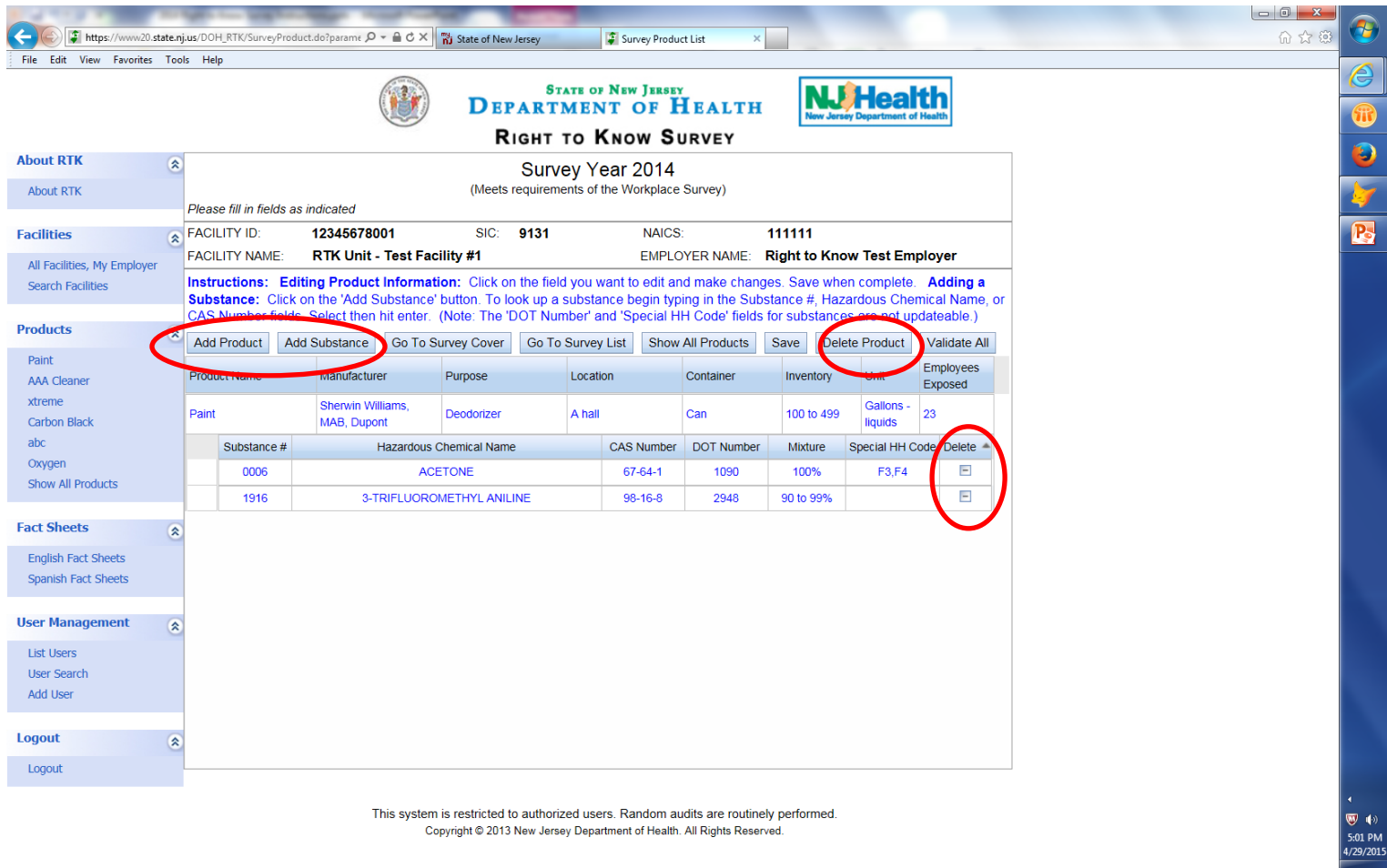
Add Product Return to Survey Cover Save Validate All

Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
Edit Paint	Sherwin Williams, MAB, Dupont	Deodorizer	A hall	Can	100 to 499	Gallons - liquids	23
Edit AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12
Edit xtreme	abe	Hydraulic Fluid	C Hall	Can	1 to 9	Gallons - liquids	87
Edit Carbon Black	Under Armor	Adhesives	B Hall	Can	10 to 99	Pounds - solids	123
Edit abc	chrste	Lubricant	D Hall	Silo	500 to 999	Gallons - liquids	96
Edit Oxygen	Air Gas	Medical/First Aid Supplies	Bay	Cylinder	10,000 to 24,999	Cubic Ft - gases	12

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After clicking edit, the product information will open. Make changes to whatever needs updating. You can delete a Hazardous Chemical Ingredient by clicking on  under the Column Heading “Delete” or you can delete the entire product by clicking on “Delete Product.” Add Hazardous Chemical Ingredients and or Products by clicking on the “Add Product / Add Substance buttons.



STATE OF NEW JERSEY
DEPARTMENT OF HEALTH
RIGHT TO KNOW SURVEY
Survey Year 2014
(Meets requirements of the Workplace Survey)



Please fill in fields as indicated

FACILITY ID: 12345678001 SIC: 9131 NAICS: 111111
FACILITY NAME: RTK Unit - Test Facility #1 EMPLOYER NAME: Right to Know Test Employer

Instructions: Editing Product Information: Click on the field you want to edit and make changes. Save when complete. **Adding a Substance:** Click on the 'Add Substance' button. To look up a substance begin typing in the Substance #, Hazardous Chemical Name, or CAS Number fields. Select then hit enter. (Note: The 'DOT Number' and 'Special HH Code' fields for substances are not updateable.)

Buttons: Add Product, Add Substance, Go To Survey Cover, Go To Survey List, Show All Products, Save, Delete Product, Validate All

Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
Paint	Sherwin Williams, MAB, Dupont	Deodorizer	A hall	Can	100 to 499	Gallons - liquids	23

Substance #	Hazardous Chemical Name	CAS Number	DOT Number	Mixture	Special HH Code	Delete
0006	ACETONE	67-64-1	1090	100%	F3,F4	
1916	3-TRIFLUOROMETHYL ANILINE	98-16-8	2948	90 to 99%		

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To check for Errors (names of products with missing information) click on “Validate All”

The screenshot shows the NJ Health Department's 'Right to Know Survey' interface for the year 2014. The left sidebar contains navigation links for About RTK, Facilities, Products, Fact Sheets, User Management, and Logout. The main content area displays survey details for Facility ID 12345678001, SIC 9131, and NAICS 111111. Below this, there are buttons for 'Add Product', 'Return to Survey Cover', 'Save', and 'Validate All' (which is circled in red). A table lists various products with columns for Product Name, Manufacturer, Purpose, Location, Container, Inventory, Unit, and Employees Exposed. The table includes entries for Paint, AAA Cleaner, xtreme, Carbon Black, abc, Oxygen, and others.

STATE OF NEW JERSEY
DEPARTMENT OF HEALTH
RIGHT TO KNOW SURVEY

Survey Year 2014
(Meets requirements of the Workplace Survey)

Please fill in fields as indicated

FACILITY ID: **12345678001** SIC: **9131** NAICS: **111111**
FACILITY NAME: **RTK Unit - Test Facility #1** EMPLOYER NAME: **Right to Know Test Employer**

Instructions: If products are listed, click the 'Edit' button for a product, or click the product name in the menu's Products area, to open that product record for editing. If no products are listed, click the 'Add Product' button to create a product record.

[Add Product](#) [Return to Survey Cover](#) [Save](#) [Validate All](#)

	Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
Edit	Paint	Sherwin Williams, MAB, Dupont	Deodorizer	A hall	Can	100 to 499	Gallons - liquids	23
Edit	AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12
Edit	xtreme	abe	Hydraulic Fluid	C Hall	Can	1 to 9	Gallons - liquids	87
Edit	Carbon Black	Under Armor	Adhesives	B Hall	Can	10 to 99	Pounds - solids	123
Edit	abc	chrste	Lubricant	D Hall	Silo	500 to 999	Gallons - liquids	96
Edit	Oxygen	Air Gas	Medical/First Aid Supplies	Bay	Cylinder	10,000 to 24,999	Cubic Ft - gases	12


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Click on “Return to Survey Cover” to submit your 2014 RTK Survey

https://www20.state.nj.us/DOH_RTK/surveyCoverSave.do?meth State of New Jersey Survey Product List

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Survey Year 2014
(Meets requirements of the Workplace Survey)

Please fill in fields as indicated

FACILITY ID: **12345678001** SIC: **9131** NAICS: **111111**
FACILITY NAME: **RTK Unit - Test Facility #1** EMPLOYER NAME: **Right to Know Test Employer**

Instructions: If products are listed, click the 'Edit' button for a product, or click the product name in the menu's Products area, to open that product record for editing. If no products are listed, click the 'Add Product' button to create a product record.

[Add Product](#) [Return to Survey Cover](#) [Save](#) [Validate All](#)

	Product Name	Manufacturer	Purpose	Location	Container	Inventory	Unit	Employees Exposed
Edit	Paint	Sherwin Williams, MAB, Dupont	Deodorizer	A hall	Can	100 to 499	Gallons - liquids	23
Edit	AAA Cleaner	ABC Company	Cleaning Products-General	closet	Can	10 to 99	Pounds - solids	12
Edit	xtreme	abe	Hydrolic Fluid	C Hall	Can	1 to 9	Gallons - liquids	87
Edit	Carbon Black	Under Armor	Adhesives	B Hall	Can	10 to 99	Pounds - solids	123
Edit	abc	chrste	Lubricant	D Hall	Silo	500 to 999	Gallons - liquids	96
Edit	Oxygen	Air Gas	Medical/First Aid Supplies	Bay	Cylinder	10,000 to 24,999	Cubic Ft - gases	12

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When you are ready to submit your survey, click the signature box, enter your telephone number and then click on “Submit”

Survey Year 2014 (Meets requirements of the Workplace Survey)			
Please fill in fields as indicated			
<div>Save Save And Go To List Submit Save And Go To Inventory Printable Survey</div>			
Facility ID	SIC / NAICS	City / Mun	Due Date
12345678001	9131 / 111111	1111	7/15/2015
Facility Mailing Address: RTK Unit - Test Facility #1 ATTN RTK COORDINATOR ATTN RTK COORDINATOR 135 BROAD STREET TRENTON NJ 08625		(A) Facility Location RTK UNIT - TEST FACILITY #1	
B. Are there any substances or materials present at this facility that are on the Right to Know Hazardous Substance List? * <input checked="" type="radio"/> Yes <input type="radio"/> No		C. Number of Employees at this facility * 15 Number of employees exposed or potentially exposed to hazardous chemicals at this facility * 12	
D. Indicate the nature of the operations conducted at this facility * Garage Other Nature of Operations: 		E. Are you reporting Products with Unknown Ingredients? * <input checked="" type="radio"/> Yes <input type="radio"/> No Add/Edit Products with Unknown Ingredients	
		F. Employer Email Address * rtksurvey@doh.state.nj.us	
G. CERTIFICATION OF RESPONSIBLE OFFICIAL I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. Certifier Name * rtk Administrator Certifier Title * rtkadministrator Date Certified 06/03/2015 Telephone Number * 609-984-2202 Signature * <input checked="" type="checkbox"/>			
H. POLICE AND FIRE DEPARTMENTS Enter the respective phone numbers, name and addresses (include Zip Code) of your local fire and police departments. (Do NOT list 911 as the phone number)			
POLICE DEPARTMENT: Telephone Number * 609-555-1212 Department Name * Any Police Department Address * 1 Main Street City * Anytown State *, Zip * NJ 08600		FIRE DEPARTMENT: Telephone Number * 609-555-1321 Department Name * Any Fire Department Address * 2 Main Street City * Anytown State *, Zip * NJ 08055	

When you have submitted your survey the “Status” will say “submitted” and the red folder in the “Edit” column will disappear. From now on you will have “View” Only. You will always be able to print a copy of your survey from the by selecting “View” and then “Printable Survey”



STATE OF NEW JERSEY
DEPARTMENT OF HEALTH
RIGHT TO KNOW SURVEY



Facility and Surveys:



Facility ID: 12345678001

Facility Name: RTK Unit - Test Facility #1

Status: Active

[Return to Facilities List](#)

Survey List

Survey Year	Status	Add	Edit	View	Hazardous Chemicals Reported	Created By	Date Created	Last Changed By	Date Last Changed
2014	Submitted				Yes	RTK TESTER	04/29/2015	rtk Administrator	06/03/2015
2013	Submitted				Yes	rtk Administrator	05/16/2014	RTK TESTER	04/29/2015

